

# Job Announcement

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<b>Opening Date:</b>	March 6, 2009	<b>Closing Date:</b>	March 20, 2009
<b>Job Title:</b>	Classification and Salary Associate	<b>Position Type:</b>	Temporary Full Time
<b>PIN:</b>	826009	<b>FLSA Status:</b>	Non Exempt
<b>Location:</b>	Administrative Office of the Courts Human Resources Department Annapolis, Maryland	<b>Salary:</b>	\$17.56 per hour (No State Benefits)
		<b>Financial Disclosure:</b>	Yes

**Regular State employees subject to promotion/demotion policy**

**Essential Functions:** This position provides technical and administrative support to the Office of Classification, Salary Administration and HRIS to include: preparing, processing and verifying the administrative paperwork associated with various classification and salary actions, i.e., reclassification requests, occupational studies, organizational change requests, and salary survey reports; maintaining the office's transactions log; preparing office monthly reports; providing guidance and direction to the field Human Resources liaisons. This position coordinates the work flow with the other Human Resources Offices to ensure proper processing of forms and transactions and resolves sensitive classification related issues. This position provides administrative support to the Office by preparing correspondences, filing, making copies, assisting customers via telephone and in person and other administrative duties as requested. This position performs research for professional staff and some elements of basic classification work.

**Education:** High School Diploma or GED

**Experience:** Three years of Human Resources experience..

**Preferred:** Experience working in a government system with knowledge of the intricacies involving central processing and transactions approval.

**Skills/Abilities:** Working knowledge of human resources concepts and related practices and procedures. Excellent communication skills. Excellent interpersonal skills and the ability to maintain confidentiality. Proficiency in the use of software applications to generate correspondence and reports, especially Excel and Word. Familiarity with Fair Labor Standards. Ability to multi-task and process transactions within short deadlines. Ability to interpret personnel policies. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.